

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Day Care Center Study

FROM:

Acting Director of Personnel  
5 E 58, Hq. STAT *M*

EXTENSION

NO.

DDA 77-6320

DATE

5 DEC 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Acting Deputy Director for Administration  
7 D 18, Hq.

7 DEC 1977

*L*

2. ADDCT (FYI)

3. DCI (FYI)

4. Acting Director of Personnel  
5 E 58, Hq.

5. ADDA

6. Acting Director of Personnel (5E58 Hqs)

7.

8.

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10.

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15.

*to 283  
Just to keep you  
posted  
Mike  
7 DEC 1977*

DD/A Registry

77-6320

5 DEC 1977

77-10621

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : [REDACTED]  
Acting Director of Personnel

SUBJECT : Day Care Center Study

1. Among the concerns raised by the secretarial-clerical group was that existing commercial day care centers and baby sitters used by Agency parents are inadequate for the numbers involved. They pointed out that at least seven Federal offices in this area have day care centers and recommended that the Agency conduct a feasibility study exploring the establishment of a day care center at or near the Headquarters Building. We are to prepare a response which includes pro and con views, a summary of the experience of agencies who have day care centers and DDA recommendations.

2. A committee has been formed consisting of [REDACTED] (OP/BSD), [REDACTED] (OL/LSD) and [REDACTED] (OGC). They met first with [REDACTED] who had attended the Director's meeting with the secretarial-clerical group and could provide necessary background information. The first objectives established by the committee involved research and gathering information. They include the following:

- a. [REDACTED] will examine the legal aspects and contact GAO, GSA and OMB for current information.
- b. [REDACTED] will explore the availability and suitability of space in the Headquarters Building.
- c. [REDACTED] will contact some of the existing day care centers and determine their experience.

3. In his contact with GAO, [REDACTED] determined that their latest thinking is reflected in an opinion written July 30, 1976. This was in response to questions raised by GAO employees who wanted a center. We understand that the opinion stresses the necessity of establishing in each case where appropriated

funds are to be used that such a center is an actual necessity of the Agency. A copy of the opinion is being obtained.

4. GSA representatives indicated that they did not know of any specific authority for the use of Government space in connection with day care centers. They said that an attempt had been made in 1975 to establish a Government-wide policy on the assignment of Federally controlled space to employee recreation and welfare associations and to non-Federal activities but that agreement could never be reached on their proposal (Tab A). This paper contained a provision that space could be provided to day care centers if they contributed to the welfare and morale of employees and if adequate alternative facilities offering the same or similar services were not reasonably accessible to employees. There was a stipulation, however, that fair rental value be paid for the space. Information currently available indicates that three centers pay rent and five do not.

STAT 5. A review of Headquarters space by [ ] indicates that the building is fully occupied and that there is a list of space requirements for Agency operational needs that exceeds 70,000 square feet. If space were available, modification would probably have to include: special toilet facilities, a kitchen, indoor activity rooms, quiet nap rooms and a protected outdoor play area. Security requirements, fire and safety protection and egress regulations would also be of concern. Heating, ventilation and air conditioning requirements may be beyond current building temperature standards for energy conservation.

6. The only information readily available from the Civil Service Commission was the attached chart which provides information regarding the seven day care centers which were in operation in July 1975 (Tab B). This chart indicates that a significant investment is involved and that strong parental involvement is essential.

STAT 7. Initial contact was made by [ ] with the day care center at HEW. It originally began as a demonstration project but is now run by the parents on a semi-self sustaining basis. HEW still provides space, heat, light and cleaning. They also receive an Agriculture grant for food. All other expenses are paid for by the parents. In six years they have had six different directors of their center and each has changed the curriculum.

8. The attached 1975 article by Mike Causey provides a good summary of what was taking place on day care centers at that time and it appears from our initial work that little additional

progress has been made (Tab C). The center which HUD hoped to open in its basement that winter is still not open. They did, however, obtain Congressional approval in 1976 to use Federal funds to convert, equip and maintain the space in which the center will operate. Their program is intended to become self-sustaining and will be operated by a nonprofit employee corporation established to aid in the development and operation of the center. [ ] contacted a member of the HUD day care center board who indicated that construction is now about two-thirds complete. They have 35 students currently pre-enrolled and will have a maximum capacity of 60. The HUD employee corporation has contracted with an organization named Children First which will manage their center.

9. Arrangements have been made for the Agency committee to visit the NIH day care center on 7 December. They have invited the spokeswoman for the secretarial-clerical group, [ ] to join them in order to see what is involved in the operation of such a facility.

10. The day care programs now in existence have all required the concerted effort of many people over a long period of time. Each one is unique in its own way and there is no clear and simple path to follow in either establishing a center or in deciding that one is not necessary. In view of the complexity of the problem, the committee proposes the following target dates for completion of milestones of the Day-Care Center Study:

- |                     |                                                               |
|---------------------|---------------------------------------------------------------|
| a. 9 January 1978   | Research, visit one or more centers and assemble information. |
| b. 6 February 1978  | Correlate and evaluate all available information.             |
| c. 27 February 1978 | Prepare final report and recommendations to the DDA.          |

Representatives of the secretarial-clerical group would be asked to participate whenever possible in milestones a and b. in order to keep that group involved and aware that action is being taken on their suggestion. Your concurrence in this approach is requested.

Atts

CONCUR:

[ ]  
Acting Deputy Director for Administration

7 Dec 77  
Date